

SUBMITTING FOR TIME OFF
(or "Will my request be granted?")

Below are reminders of AEA rules regarding time off:

- AEA Members are allotted up to 3 Personal Days and 2 Days of Unpaid Absence for Compelling Circumstances per year
- These days must be submitted for at least one week out and are granted at the producer's discretion
- These days may not be taken during the week between Christmas and New Years
- One week of vacation pay is accrued every six months
- Vacations must be submitted at least five weeks out
- Bereavement can be taken for three calendar days per year
- Pending salary, one sick performance is accrued per four weeks of performances
- Sick days are meant to be used as sick days. If you call out sick and are discovered to not be sick, it can result in a salary dock as well as the loss of up to 4 sick days and can lead to termination (see below for the rule).
 - *Rule 33(D) - The Producer may require reasonable proof of illness to determine the validity of the Actor's illness as a requisite for sick leave. If the Producer thereafter disallows said sick leave, said decision shall be subject to the grievance and arbitration procedures set forth in Rule 4. If the sick leave claimed is found to be invalid by the Producer subject to grievance procedures and arbitration, the Actor making such claim shall forfeit, in addition to the period in question, up to four future performances of paid sick leave. Any deliberate misrepresentation by an Actor under this rule may subject the Actor to termination.*

HOW WE DO TIME OFF REQUESTS AT WICKED BROADWAY:

- Approved on a first come, first served basis
- PD requests may not exceed 4 consecutive performances
- Vacation requests MUST include a minimum of 4 shows per workweek (ie. Monday – Sunday) and may not exceed 2 weeks
- You cannot tack a PD onto a vacation
- You can only put in for either PDs OR vacation, not combine (example: if you want five shows away, you cannot put in for 4 PDs and 1 Vacation day, it needs to be all Vacation)
- Principals:
 - Only 1 PD request and 1 Vacation request among the Principals will likely be approved at a given performance
 - PD requests will likely not be approved if one of your Understudies is already out or if someone in your Understudies' dressing room is already on a PD
- SL/SR Ensemble:
 - Only 1 PD request and 1 Vacation request per dressing room will likely be approved for a given performance
 - PD requests will likely not be approved if an Understudy in your dressing room will be on for a Principal who is already out
- Understudies: PD/Vacation requests will likely not be approved if you understudy a Principal who is already out
- If your PD is denied and you call out anyway, you will be docked and could possibly have sick days taken from you (see Rule 33D stated above in the AEA section)

TIME OFF ETIQUETTE:

- If you are currently on a Leave of Absence or a Medical Leave of Absence, we ask that you do not submit time off requests while you are out, especially as MLOAs can, and often do, get extended. Please wait until you are back in the building and in performance. Exceptions can be made for extenuating circumstances. Please reach out if you need to discuss time off while you are out.
- As a reminder, we reserve the right to deny any time off requests should they start to become egregious and get taken advantage of. It is our responsibility to maintain and put forward the best show we can.

While these guidelines are intended to help foresee which requests may or may not be approved, determinations regarding time off requests are subject to the discretion of management.